

MONTANA STATE PRISON
Internal/ External
600 Conley Lake Road
Deer Lodge, MT. 59722

Job Title: Correctional Treatment
Specialist (Unit Case Manager)
Position Number: 22613
Classification Code: 211855
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge

Pay Band 5: \$13.298 - \$16.623/hr
Bargaining Unit: None
Status: Permanent/Full-time
Shift: To be determined
Days Off: To be determined
Supplement Required: **NO**

To Apply: Submit a **State of Montana Application** to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by 11-29-07.

SPECIAL INFORMATION: Upon employment, successful completion of Basic training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment.

LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Typical Duties: Overseeing matters of inmate classification decisions and recommendations; assigning inmates to treatment, work and school programs; preparing and maintaining inmate case records; counseling and referring inmates to available services; assisting inmates in the preparation of formal release plans and conducting various group therapy sessions; assist in the creation and implementation of unit plan, unit mission, and unit rules; coordinates case work with the unit staff and inmates; provides and resolves inmate grievances regarding unit staff; conducts disciplinary hearings on minor or major rule infractions; trains and orients new inmates; trains and supervises staff on unit procedures; represents the unit at various institutional administrative meetings; supervises correctional officers; serves as a member of the Unit Management Team.

Qualifications: Working knowledge of confidentiality laws, theories of human behavior; of counseling techniques; of correctional practices, policies, and procedures; of federal and state laws regarding due process, civil rights; of external social service and jurisdictional agencies. Thorough knowledge of supervisory techniques and management practices. Thorough knowledge of modern security practices. Working knowledge of computers and computer programs used within the Department of Corrections. Must be skilled in the use of modern security equipment; highly skilled in interacting with inmates effectively, interpersonal skills necessary to manage and coordinate delivery of services to the inmates. Must be able to assess and evaluate individual and group behavior; to plan, organize, and conduct individual and group counseling sessions; to communicate effectively both verbally and in writing; to respond effectively to crises; help select, train, supervise and evaluate a staff of diverse qualifications and backgrounds; and determine an inmate's needs through use of court documents, PSI, criminal history, nature of crime, history of supervision, successes or failures, and adjustment to environment (risk factors).

Education & Experience: The above requirements are typically acquired through a Bachelor's degree in psychology, criminal justice, communications, or a related field. Two years of counseling experience and one year of supervisory experience is preferred. The B.A. requirement can be met by substituting two years of experience in a correctional setting for each of the four years required for the degree. (***A scored screening device will be used to evaluate applications.**)

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 5 on the state's broadband pay matrix. The current hourly salary is \$13.298 - \$16.623/hr, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320 ext. 2229.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

A behavior based interview may be a part of the interview process. An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

